

**RESOLUTION NO. 2009-220-R**

**A RESOLUTION TO APPROVE JOB DESCRIPTION FOR  
APPOINTED POSITION OF CITY ATTORNEY**

NOW BE IT RESOLVED by the City Council of Madison, Alabama, that the attached job description has been accepted by City Council for the position of City Attorney.

READ, PASSED, AND ADOPTED this 26<sup>th</sup> day of October, 2009.

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Tommy Overcash, President  
Madison City Council  
City of Madison, Alabama

ATTEST:

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Melanie A. Williard  
City Clerk-Treasurer

APPROVED this 26<sup>th</sup> day of October, 2009.

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Paul Finley, Mayor  
City of Madison, Alabama



## City of Madison

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### Job Description

Title City Attorney Department Legal

Exempt/Nonexempt E Pay Grade \_\_\_\_\_ Reports to Mayor

New Position \_\_\_\_\_ Position Change X Effective Date 8-27-2001

Subordinate Staff \_\_\_\_\_ Legal Department Staff \_\_\_\_\_

*The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.*

#### **General Position Summary:**

City Attorney serves as chief legal counsel for the City and provides overall direction of the City's legal services department. Provides the most highly responsible and complex level of advanced professional legal services to City officials and staff; supplies legal advice, researches and creates legal documents and opinions, and represents the City before courts, administrative agencies and other forums.

#### **Essential Functions/Major Responsibilities:**

- The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. This position is also expected to have knowledge of, and to perform, all applicable requirements stated in City ordinances, codes and regulations. Other duties may be required and assigned.
- Provides primary legal support and policy advice to the Mayor, City Council, Department Heads and other city officials and staff on highly complex legal issues in a timely manner.
- Advises Municipal boards such as Planning Commission, the Zoning Board of Adjustment and Madison Station Historic Preservation Commission, etc.
- Interprets Federal, State and local legislation, statutes, rules and regulations. Reviews and analyzes court decisions and pending legislation. Reviews and makes recommendations on proposed policy or procedural changes.
- Provides or directs the research and preparation of legal opinions, memoranda, ordinances, resolutions, contracts, agreements and other legal documents.
- Develops and implements new and revised policies and procedures for the City.
- Directs the work of outside contract attorneys as necessary. Evaluates and awards legal contracts to outside counsel. Assigns, directs and coordinates outside counsel work to ensure compliance with contract specifications, time lines and legal requirements. Reviews all invoices from outside legal sources prior to payment.

- Performs or directs prosecution in the Municipal Court of the City of Madison.
- Attends City Council meetings and Planning Commission and Zoning Board of Adjustment meetings, and others as necessary, and gives advice on legal questions involved, including advice as to alternative legal and administrative approaches to the solution of (and prevention of) major City problems;
- Advises Department Heads and officials on purchasing laws, public records and meeting laws, tax and revenue codes, employment law, law enforcement legislation, building codes and other laws pertaining to city departments and municipal business.
- Plans and supervises the work of professional staff;
- Reviews information to keep informed of proposed state and federal legislation affecting the City;
- Prepares and presents proposed ordinances and resolutions at the request of the Mayor and Council for final consideration by the City Council;
- Performs legal research incidental to the preparation of legal opinions;
- Manages department, including personnel actions, leave, pay, appraisal, budgeting and procurement, and other day-to-day activities.

#### **Secondary Functions:**

- Maintain effective working relationships with those contacted in the course of work including State and other government officials, and community groups;
- Performs related duties as assigned.

#### **Job Scope:**

The City Attorney has final legal authority over most matters having legal impact on the City.

#### **Supervisory Responsibility:**

Responsible for supervising staff of Legal Department.

#### **Interpersonal Contacts:**

Interacts with Mayor, Department Heads, City Council and other city officials on a constant basis.

#### **Specific Job Skills:**

##### **Technical:**

- Expert, thorough and specialized professional knowledge of complex principles and procedures of local government, administrative, land use, real property, tort and contract law;
- Thorough knowledge of all applicable State, Federal and Local laws.
- Ability to plan, direct and coordinate comprehensive legal services for the City.
- Must exercise independent professional judgment.
- Ability to analyze and evaluate highly complex factual and legal issues.
- Must be able to organize, interpret and apply local, state and federal legal principles.
- Ability to establish and maintain effective working relationships with City officials and staff.
- Ability to conduct highly complex legal research.
- Ability to use extreme discretion and judgment to act in best interest of the City.

- Ability to prepare and review highly complex legal documents.
- Ability to effectively and independently represent the City in court and administrative hearings.
- Ability to consistently demonstrate a high level of judgment and discretion required for maintaining confidential and sensitive information.
- Strong communication skills, both written and verbal

**Managerial:**

- Skill at hiring, training, appraising, counseling, disciplining, separating personnel
- Strong understanding of personnel policies and practices and ability to coach employees in these areas.
- Leadership and staff motivation skills.
- Skill at gathering and evaluating input for decision-making.
- Ability to manage scheduling and leave issues at workgroup level.
- Strong project management, contract management, planning and prioritization skills
- Skill with budgeting and budget enforcement and reporting

**Education and/or Experience:**

- Must be an attorney in good standing, licensed by the Alabama State Bar Association to practice law in the State of Alabama; and failure to maintain licensure shall be cause for dismissal;
- Graduation from an accredited law school with a Doctor of Jurisprudence degree (J.D.);
- At least five (5) years experience in the practice of law in Alabama, with at least three (3) years experience directly involving the legal representation of a municipality.
- Some trial experience in state and municipal court levels required, with some experience at the federal level a plus.

**Job Conditions:**

- This position is appointed by City Council for a term coextensive with that of the Mayor, conditioned upon good conduct and efficiency. This position may or may not be reappointed for additional terms/periods, with or without cause.
- Normal office working conditions; job requires flexible and extended work hours to accomplish projects.
- Must be able to attend regularly scheduled bi-monthly meetings of the City Council, and any other work sessions at the Council's request. Must also attend monthly meetings of the Planning Commission and Zoning Board of Adjustment and others as necessary.
- Duties are performed primarily in an office environment with travel required for meeting and court appearances.
- Strong personal background required due to the impact of this position on City and public business.

- Must maintain a strong driving record for city-insurance purpose and record may be periodically checked by the City.
- Must represent the City exclusively and shall accept no other work that could be construed as a conflict with representation of the City.

**Physical Capabilities:**

- Ability to communicate verbally with public.
- Ability to conduct legal research for long periods of time.
- Ability to work long hours frequently.
- Ability to drive to court proceedings and various public meetings.

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Mayor, Date

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Council President, Date